

# Retention and Classification Report

**Agency:** Department of Workforce Services. Salt Lake Metro Employment Center (1496)  
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Salt Lake City, UT 84111  
536-7121

**Records Officer** Kent Naisbitt

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**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 83819

1

**TITLE:** Applicant counseling files

**DATES:** 1985-

**ARRANGEMENT:** Chronological, thereunder alphabetical by client surname

**ANNUAL ACCUMULATION:** 3.50 cubic feet.

**DESCRIPTION:**

These files document counseling services provided at the request of an Employment Security applicant. They include Employment Plans which note background information consisting of education and training, work experience, testing data, and skills summary; circumstances and barriers to finding employment consisting of family, living arrangements, health, transportation, and barriers summary; and an employment plan consisting of long range goals, placement alternatives, responses to barriers (and dates), recommended Social Services options (plan and dates), and steps taken (and date) to accomplish plan. The file includes applicant name, address, social security number, and any other personal data as revealed by applicant either voluntarily or in response to questions by counselor depending on individual client circumstances. It may also contain a response to Form 505 asking when and if the client has secured employment (so the file can be closed). Files remain open and active until client completes plan, secures employment, or does not respond within a one month period to follow up Form 505.

**RETENTION:**

Retain 1 year after case is closed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 83819

**TITLE:** Applicant counseling files

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case is closed and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 14744

1

**TITLE:** Benefits earning record interface worksheet records

**DATES:** 1980-

**ARRANGEMENT:** Numerical by case or run number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records document Beneficiary Earning Record (BEER) matches for the purpose of providing information to the Division of Family Support concerning wages, self employment and farm income accounts for clients receiving aid to families with dependent children and medicaid assistance. Information includes case number and name, client information, reports, employer name and address.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfiche master: Retain in Office for 1 year or until superseded and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Microfiche duplicate: Retain in Office for 3 years and then destroy.

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 14744

**TITLE:** Benefits earning record interface worksheet records

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 84118

1

**TITLE:** Claims adjudication case files

**DATES:** 1989-

**ARRANGEMENT:** Numerical by last four digits in the claimant social security number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files document investigations and decisions rendered in determining initial eligibility for unemployment compensation for any reason other than layoff (e.g., quit, fired, medical, school, self-employment, receiving worker's compensation, etc.), or for continued eligibility issues such as failure to make job contacts, failure to report to interviews or employment offers, temporary or permanent inability to seek work due to travel, school, lack of dependent care, etc. The files contain applicable forms or correspondence deemed necessary to make eligibility determinations. This is a working file, not a permanent file, and when the eligibility issued is resolved, all paperwork generated becomes part of the Claimant Benefit Record (Series 83610).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 month or until eligibility issue is resolved and then microfilm and file in Claimant Benefit Record, Series 83610.

Paper copy: Retain in Office for 2 months and then destroy.

**APPRAISAL:**

Administrative Fiscal Legal

This retention is based on the administrative needs expressed by the office. This working file becomes part of the Claimant Benefit Record (Series 83610) which is maintained 5 years after it has been microfilmed.

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 84118

**TITLE:** Claims adjudication case files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 20838

3

**TITLE:** Client case files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are complete case histories of clients receiving services provided by or through the Department of Workforce Services.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

**AUTHORIZED:** 10/20/1998

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal Legal

These are complete case histories of clients receiving services provided initially by or through a Family Support office (OFS), now provided by the Dept. of Workforce Services.



**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 20838

**TITLE:** Client case files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 83823

1

**TITLE:** Food stamp workshop file

**DATES:** 1988-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This file documents the activities of the Food Stamp Workshops conducted by Employment Security. The Food Stamp Workshop is a job search workshop conducted by Employment Security staff strictly for Food Stamp recipients. The workshop consists of ten three hour sessions (9-12 a.m.). It is funded by Social Services in an effort to encourage and assist Food Stamp recipients to seek employment. It includes sign-up sheets noting registration date and names, addresses, and social security numbers of recipients who attended the workshop sessions. This documentation is required in order to request program reimbursement from Social Services, first for a petty cash fund used to pay recipients for attendance, i.e., attendees receive \$2.00 for each of the ten days of workshop attendance and a \$3.00 bonus on the last day if they complete the workshop as required (attendance and appropriate participation). Secondly, the documentation is used to reimburse Employment Security for staff and facilities used to provide the workshops. Employment Security receives \$50 for each Food Stamp recipient who completes the course up to \$1,000 per month, but not less than \$800 per month.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 83823

**TITLE:** Food stamp workshop file

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy provided audits are completed and no litigation is pending.

**APPRAISAL:**

Administrative Fiscal

This disposition is based upon Georgia State Retention Schedule #D-88-1 and the administrative needs expressed by the agency.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 84117

1

**TITLE:** Interstate claim forms

**DATES:** 1988-

**ARRANGEMENT:** numerical by last four digits in social security number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This record documents initial filing of an interstate unemployment insurance claim. An interstate claim is one in which the claimant earned benefit wages in one state (liable state), but because of a change in residence is filing in another state (agent state). The agent state initiates the paperwork and issues the first three manual claim cards, IB-2's, as part of a reciprocal program between states. Information from the initial claim form is entered into Internet, an interstate on-line data system which relays claim information to the liable state in order to implement the payment process and issue subsequent computer-generated claim cards. The liable state will take responsibility for any further claims issues, except the reopening of a previous interstate claim which will again be handled by the agent state. This record contains copies of the IB-1, Initial Interstate Claim Form; IB-10, Interstate Eligibility Review Form; IB-3 and IB-11-s, Separation Notices; and IB-11, Fact Finding Report.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 15 months after initial registration and then destroy.

**APPRAISAL:**

Administrative Fiscal Legal

Retention is based on administrative need, i.e., the copy is maintained for reference as well as for subsequent claimant requests for service within 52 weeks of initial contact, e.g. reopening of a claim after additional work or a break in filing.

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 84117

**TITLE:** Interstate claim forms

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 83824

1

**TITLE:** Job Training Partnership Act (JTPA) certified direct placement files

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by client surname

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document applicants who, though certified as eligible for on-the-job (OJT) contracts under the JTPA program, were not hired "direct" for one of various reasons; e.g. employer did not want OJT contract, client found job on his/her own, etc. These files contain JTPA eligibility certification from the Salt Lake County JTPA office as well as any other forms or correspondence compiled regarding the applicant such as an Employment Plan, job referrals, etc.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after case is closed and then destroy provided audits are completed and no litigation is pending.

**APPRAISAL:**

Administrative Fiscal Legal

Retention is based on 20 CFR 629.35 (e) 1990

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 83824

**TITLE:** Job Training Partnership Act (JTPA) certified direct placement files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 83830<sup>1</sup>

**TITLE:** Job Training Partnership Act on-the-job-training program bus token ledger

**DATES:** 1988-

**ARRANGEMENT:** Chronological by month, thereunder alphabetical by client name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This file documents the distribution of bus tokens to Job Training Partnership Act certified clients participating in the Employability Development Center's On-the-Job Training program. It includes client name and social security number, distribution date, and how many tokens were disbursed.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy provided audits are completed and no disputes are pending.

**APPRAISAL:**

Administrative Fiscal  
Retention is based on 20 CFR 629.35 (e)



**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 83830

**TITLE:** Job Training Partnership Act on-the-job-training program bus token ledger

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 83829

**TITLE:** Management Information Services Job Training Partnership Act on-the-job training validation report

**DATES:** 1986-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

This file contains Validation Reports, Form 0149B, used to note discrepancies (one validation report for each functional code) between Salt Lake County's Job Training Partnership Act's (JTPA) Management Information Services (MIS) report provided by JTPA and actual program data for the report period incurred by the Employability Development Center's (EDC) On-the-Job-Training (OJT) program. Variances, along with any clarifying comments are noted under the following summary categories (that also occur on the MIS report summaries per functional code): active on board; placements employed; competencies; transfers; positive terms; youth enhancement only; other terminations; holds or inactives; and completions (non-adds). This form is prepared only in conjunction with an MIS report, i.e., only for a reporting period coinciding with an MIS report.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy provided audits are completed and no disputes are pending.

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 83829

**TITLE:** Management Information Services Job Training Partnership Act on-the-job training validation report

(continued)

**APPRAISAL:**

Administrative Fiscal

Retention is based on 20 CFR 629.35 (3).

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 84167

1

**TITLE:** On-the-job training current contract report

**DATES:** 1989-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is a monthly computer generated paper report produced by the On-the-Job Training Contract Statistical File, Record Series 84115. It contains statistical data regarding current contracts from the On-the-Job Contract Files, and is used to compile reports sent to the Salt Lake County Job Training Partnership Act office.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 month or until JTPA report is completed and then destroy.

**APPRAISAL:**

Administrative

Retention is based on administrative need

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 84025

1

**TITLE:** On-the-job training intake report

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is a monthly computer generated paper report produced by the On-the-Job Training Contract Statistical File, Record Series 84115. It contains statistical data regarding intake (registration) information from the On-the-Job Contract Files, and is used to compile reports sent to the Salt Lake County Job Training Partnership Act office.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 month or until JTPA reports are completed and then destroy.

**APPRAISAL:**

Administrative

Retention is based on administrative need

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 84171

1

**TITLE:** On-the-job training support services expenditure report

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is a monthly computer generated paper report produced by the On-the-Job Training Statistical File documenting monthly supportive services expenditures (clothing, tools, etc. needed by an OJT client to perform his contracted position). It is used as an administrative tool by the OJT Director, e.g. review monthly supportive services expenditures for budget purposes, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 month or until administrative need ends and then destroy.

**APPRAISAL:**

Administrative Fiscal

Retention is based on administrative need. The On the Job Training Director uses this information as an administrative tool to review monthly expenditures.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 83826

1

**TITLE:** On-the-job-training contract files

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by client surname

**ANNUAL ACCUMULATION:** 7.50 cubic feet.

**DESCRIPTION:**

The Employability Development Center's (EDC) On-the-Job Training (OJT) Unit subcontracts with the Salt Lake County Job Training Partnership Act (JTPA) program to provide OJT placement services for JTPA certified clients. This means securing contracts that reimburse interested and willing employers at 50% of the negotiated client/employee hourly wage for up to 500 hours. Funding for this reimbursement is provided by both the county JTPA office and the State of Utah. This file contains all documents pertaining to OJT such as the employer name, address, and Employment Security identification number, the Employment and Training Agreement (JTPA/WIN form #1), and the Occupational and Supportive Services form documenting any tools, clothing, supplies, equipment, etc. needed for the client to perform the job and reimbursable under the OJT program, a copy of the job order from the employer; a progress sheet showing activities both before and after the contract such as referrals, progress notations by the job developer, and feedback from the contract employer; monthly invoices; and any other correspondence or paperwork pertaining to the contract and/or the expenditures incurred during the contract period. In addition, the contents of the OJT files include the JTPA certification, employment plan, Employment Security registration form (511) computer transcript printout, etc. Until June 30, 1988 there were separate contract files for both clients and employers. Contract files created or closed after July 1, 1988 are combined client and employer records.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 83826

**TITLE:** On-the-job-training contract files

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after contract ending date and then destroy provided audits are complete and no litigation is pending.

**APPRAISAL:**

Administrative Fiscal Legal  
Retention is based on 20 CFR 629.35 (e).

**PRIMARY CLASSIFICATION:**

Private



**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 84115

1

**TITLE:** On-the-job-training contract statistical file

**DATES:** 1987-

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is a computer data file containing information taken from the On-the-Job Training (OJT) Contract Files, Record Series 83826. This information is then used to produce monthly summary reports facilitating compilation of statistical reports required by the Salt Lake County JTPA. Summary reports produced include: OJT Pending Contract Report; OJT Employer Relations Report; OJT Supportive Services Expenditure Report; OJT Intake Report; and OJT Contract Report.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 2 years or until superseded or updated and then erase.

**APPRAISAL:**

Administrative Fiscal  
Retention is based on administrative need.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 83827

1

**TITLE:** On-the-job-training gasoline voucher file

**DATES:** 1988-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This file contains On-the-Job Training (OJT) client vouchers/receipts for gasoline purchases from the Employability Development Center's (EDC) authorized vendor (Wayne's Texaco) and the vendor reimbursement requests submitted to Employment Security's fiscal office by EDC.

**RETENTION:**

Retain 3 months.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 months and then destroy.

**APPRAISAL:**

Administrative Fiscal

Retention is based on administrative need. The three year retention requirement outlined in 20 CFR 629.35 (3) regarding JTPA financial records is met by the inclusion of copies of the gasoline vouchers in the client case files.

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 83827

**TITLE:** On-the-job-training gasoline voucher file

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 83825

1

**TITLE:** On-the-job-training inactive client files

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by client surname

**ANNUAL ACCUMULATION:** 7.50 cubic feet.

**DESCRIPTION:**

This file documents the registration of Job Training Partnership Act (JTPA) certified applicants with (Employability Development Center) EDC's On-the-Job-Training (OJT) Unit and the assignment of an Employment Security staff job developer to those individuals. It includes the JTPA certification, an Employment Plan (a plan to secure employment based on individual needs and barriers, e.g., lack of transportation, specific hours, alcohol or drug addiction, etc.), and any other correspondence or paperwork pertaining to that individual's placement search such as a copy of the computer transcript printout of their Employment Security registration form (511). This file is closed if certification expires (and the individual does not obtain recertification) or the client does not follow up with the assigned job developer as necessary. If a contract is secured for an OJT client, this file becomes part of the OJT Client Contract files.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after file is closed and then destroy provided audits are completed and no litigation is pending.

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 83825

**TITLE:** On-the-job-training inactive client files

(continued)

**APPRAISAL:**

Administrative Fiscal

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 84166

1

**TITLE:** On-the-job-training pending contract report

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is a monthly computer-generated paper report produced by the On-the-Job Training Contract Statistical File, Record Series 84115. It contains statistical data regarding pending OJT contracts, and is used to compile reports sent to the Salt Lake County Job Training Partnership Act office.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 month or until JTPA reports are completed and then destroy.

**APPRAISAL:**

Administrative

Retention is based on administrative need

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 22868

3

**TITLE:** Personnel files

**DATES:** 1997-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. The file should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

**RETENTION:**

Retain 65 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 2.

**AUTHORIZED:** 04/17/2000

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 22868

**TITLE:** Personnel files

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302 (1)(e) (2008)

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)



**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 83852

1

**TITLE:** Refugee unit employer contacts

**DATES:** 1986-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This is a log of employers contacted for possible referral or on-the-job training by staff members of the Employability Development Center's Refugee Unit. It includes the employer contacted, the date, outcome/results and the unit staff member who made the contact. This log is used to help complete statistical reporting forms as required by the Federal government for Refugee Services programs.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy provided audits are completed and no disputes are pending.

**APPRAISAL:**

Administrative Fiscal

Retention is based on three year Federal audit requirements.

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 83852

**TITLE:** Refugee unit employer contacts

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 84169

1

**TITLE:** Target jobs tax credit eligibility denial records

**DATES:** 1981-

**ARRANGEMENT:** Alphabetical by applicant name

**ANNUAL ACCUMULATION:** 13.50 cubic feet.

**DESCRIPTION:**

This record is almost identical to the Targeted Jobs Tax Credit certifications, Records Series 84123, except that it documents eligibility denial instead of certification. It contains the same initial documents, e.g., the employer certification request letter and applicant characteristics form, as well as paperwork documenting the noneligibility determination and a copy of the denial letter. This series also includes those denials based upon the applicants' failure to complete their files

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after eligibility is denied and then destroy.

**APPRAISAL:**

Administrative Fiscal

Retention is based on Employment and Training Handbook, No. 377, Section IV - Administration, E, 1 (a).

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 84121

1

**TITLE:** Trade Act trade adjustment assistance job search allowance case files

**DATES:** 1981-

**ARRANGEMENT:** alphabetical by client surname

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This record documents eligibility and reimbursements for out-of-the-area job searches. This benefit is available to individuals laid off by employers certified by the U. S. Department of Labor as having been adversely affected by imports, as stipulated by the Trade Act of 1974. These searches are limited to a maximum reimbursement of \$800. Eligibility is dependent upon an individual's making application within 365 days of the employer's Trade Adjustment Assistance certification or within 365 days of separation from an employer so certified.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after final action and then destroy.

**APPRAISAL:**

Administrative Fiscal

Retention is based on Federal MA Handbook, No. 315, Part C. Many inactive files remain open because the \$800 maximum job search allowance has not yet been exhausted.

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 84121

**TITLE:** Trade Act trade adjustment assistance job search allowance case files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 84120

1

**TITLE:** Trade Adjustment Act (TAA) and Trade Readjustment Act (TRA) client files

**DATES:** 1981-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These records document eligibility and disbursement of funds for individuals enrolled in a retraining program under the Trade Adjustment Act as provided by 20 CRF 617 Subpart A (1998). The TAA and TRA programs provide services and allowances to assist adversely affected workers achieve reemployment. Includes: Request by worker for entitlement to allowances while in training (ES-858); authorization forms; request for Trade Act benefits; copies of grade reports, request for extension of training; progress sheets; financial amount authorized for training expenses; receipts for expenses, correspondence; disbursement of funds; and other related material.

**RETENTION:**

Retain 5 years after case closes.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after case closes and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 84120

**TITLE:** Trade Adjustment Act (TAA) and Trade Readjustment Act (TRA) client files

(continued)

**APPRAISAL:**

Administrative Fiscal Legal

This disposition is based on the agency's administrative need to fulfill its requirements under the Trade Adjustment Act as pursuant to 20 CFR 617 (1998).

**PRIMARY CLASSIFICATION:**

Private                      UCA 63G-2-302 (1)(a) (2008)

**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 84122

3

**TITLE:** Trade adjustment assistance relocation case files

**DATES:** 1981-

**ARRANGEMENT:** alphabetical by client surname

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This record documents eligibility and disbursement of funds for individuals receiving 90% relocation allowances. These benefits are available to individuals laid off by an employer certified by the U. S. Department of Labor as having been adversely affected by imports, as stipulated under the Trade Act of 1974. To be eligible, an individual must have a firm job offer in the relocation area, and must make application for relocation allowance benefits prior to the move, and within 425 days of the employer's certification or within 182 days of completion of trade adjustment allowance retraining. This file also includes copies of three bids covering relocation expenses, and verifications, made both before and after the move, that a job is available for the individual in the relocation area.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after final action and then destroy.

**APPRAISAL:**

Administrative Fiscal

Retention is based on Federal MA Handbook, No. 315, Part C.



**AGENCY:** Department of Workforce Services. Salt Lake Metro Employment Center

**SERIES:** 84122

**TITLE:** Trade adjustment assistance relocation case files

(continued)

**PRIMARY CLASSIFICATION:**

Private